



**METROPOLITAN
TRANSPORTATION
COMMISSION**

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
TEL 510.817.5700
TTY/TDD 510.817.5769
FAX 510.817.5848
E-MAIL info@mtc.ca.gov
WEB www.mtc.ca.gov

Scott Haggerty, Chair
Alameda County

Adrienne J. Tissier, Vice Chair
San Mateo County

Tom Azumbrado
U.S. Department of Housing
and Urban Development

Tom Bates
Cities of Alameda County

Dean J. Chu
Cities of Santa Clara County

Dave Cortese
Association of Bay Area Governments

Chris Daly
City and County of San Francisco

Bill Dodd
Napa County and Cities

Dorene M. Giacomini
U.S. Department of Transportation

Federal D. Glover
Contra Costa County

Anne W. Halsted
San Francisco Bay Conservation
and Development Commission

Steve Kinsey
Marin County and Cities

Sue Lempert
Cities of San Mateo County

Jake Mackenzie
Sonoma County and Cities

Jon Rubin
San Francisco Mayor's Appointee

Bijan Sartipi
State Business, Transportation
and Housing Agency

James P. Sperling
Solano County and Cities

Amy Rein Worth
Cities of Contra Costa County

Ken Yeager
Santa Clara County

Steve Heminger
Executive Director

Ann Flemer
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

ADMINISTRATION COMMITTEE

July 14, 2010
MINUTES

Attendance

Chair Bates called the meeting to order at approximately 10:01 a.m. Committee members present were: Commissioners Cortese, Daly, Dodd, Kinsey and Sartipi. Other commissioners present were: Chu, Halsted, Lempert, Mackenzie, Rein-Worth, Rubin, Sperling, Yeager, Haggerty and Tissier.

CONSENT

Minutes

The Committee received and approved as written the meeting minutes of June 9, 2010.

Monthly Financial Statements

The Committee received the following monthly financial reports for the month of May: Operating Income through May 2010; Report of Operating Expenditures for FY 2009-10 through May 2010; Report of Capital Projects for FY 2009-10 through May 2010; FY 2009-10 Contract Services Disbursement Report for May 2010. For the month of May 2010, the monthly financial report listed one (1) contract executed by the Executive Director in the amount of \$100,000 and under, and eleven (11) purchase orders executed by the Executive Director between \$2,500 and \$55,000.

The Committee also received a comparison of the budget and actual revenue and expenditures through May 2010.

INVESTMENT REPORT

The Committee received the Investment Reports for the month of May 2010.

Contract – Safe Routes to Transit Evaluation and Bicycle and Pedestrian Counts: Fehr and Peers

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract with Fehrs and Peers to provide the Safe Routes to Transit Program Evaluation and Bicycle/Pedestrian counts and the Chief Financial was directed to set aside funds up to \$125,000 for such contract.

Contract Amendment and Contracts: Design and Production Services for *Transactions* Newsletter, MTC/BATA Annual Report and other projects in FY 2010-11

- i. Finger Design Associates
- ii. Patricia Bruning Design
- iii. L Studio
- iv. Traverso Santana Design
- v. Visual Strategies

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Finger Design Associates in the maximum amount of \$150,000 to provide design and production services for *Transactions*, the annual report and other miscellaneous design projects through June 2011, and the Chief Financial Officer was directed to set aside funds up to \$150,000 for such contract amendment.

Additionally, the Committee authorized the Executive Director or his designee to negotiate and enter into contracts with individual consultants not to exceed a total of \$50,000 cumulatively, with one or more of the design firms listed above, to provide on-call design and production services through FY 2009-10, subject to availability of funds.

Contract Amendment – Travel Model Specification and Training Study: PB Americas

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with PB Americas to assist in completing Phase II of the Travel Model Specification and Training Study, and the Chief Financial Officer was directed to set aside funds up to \$150,000 for such contract amendment.

Contract Amendment – On-call Public-Private Partnership Consultant and Legal Services

- i. KPMG (\$100,000)
- ii. Jeffrey Parker & Associates (\$150,000)
- iii. Halcrow, Inc. (\$150,000)
- iv. Nossaman LLP (\$150,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into contract amendments with KPMG, Jeffrey Parker & Associates, Halcrow, Inc., and Nossaman LLP, in the maximum amounts specified above to provide consulting and legal services during FY 2010-11 related to the evaluation of opportunities for Public-Private Partnerships (P3s) to assist in the development and implementation of transportation projects throughout the region, subject to allocations by the Commission of AB 1171 funds for such purpose.

Contract Amendment – Professional Consulting Services: PriceWaterhouseCoopers, LLP

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with PriceWaterhouseCoopers, LLP in an amount not to exceed \$350,000 to perform consulting services on privacy and security policy associated with BATA's electronic toll payment system FasTrak[®], and the Chief Financial Officer was authorized to set aside the funds for such amendment.

Cooperative Agreement: Regional Express Lane Project: California Department of Transportation

The Committee referred to the full Commission an action for approval to authorize the Executive Director or his designee to negotiate and enter into a Cooperative Agreement with Caltrans to establish a work plan through which MTC and Caltrans would partner to support development of the Regional Express Lane Network and provide funds to Caltrans for oversight of the project study report, as part of the work plan. The Chief Financial Officer was directed to set aside funds in the amount of \$500,000 for such agreement, subject to Commission allocation of AB 1171 funds to this project.

Contracts – Transit Sustainability Project (TSP)

- i. Redhill Group, Inc. (\$75,000)
- ii. Cambridge Systematics, Inc. (\$100,000)
- iii. PB Americas, Inc. (\$150,000) (Amendment)
- iv. Nelson/Nygaard Consulting Associates, Inc. (\$200,000)
- v. Transportation, Management and Design, Inc. (\$200,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into contracts with Redhill Group, Inc.; Cambridge Systematics, Inc.; Nelson/Nygaard Consulting Associates, Inc.; and Transportation, Management and Design, Inc. and a contract amendment with PB Americas, Inc in the maximum amounts specified above, to evaluate the region's transit system and to establish an implementation plan for a more financially viable transit system that is both cost-effective and customer-focused.

The specific subject matter of all contracts was described in the Executive Director's memo dated July 14, 2010.

Consultant Panel – Climate Initiatives Public Outreach Program

- i. Collectively, LLC
- ii. ColeMarion Strategic Marketing
- iii. Field of Vision
- iv. O’Rorke, Inc.
- v. RHDG
- vi. VOLVO IT

The Committee approved the above list of pre-qualified consultants to provide assistance over the course of the Climate Initiatives Public Outreach Program on an as-needed bases, subject to appropriate approval procedures. The maximum amount available for all contracts is \$7,500,000.

OTHER BUSINESS/PUBLIC COMMENT/ADJOURNMENT/NEXT MEETING

There being no further business or public comment, the meeting was adjourned at approximately 10:08 a.m. The next Committee meeting date will be on September 8, 2010 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.